

DEPARTMENT MANAGER I

DEFINITION: Under administrative direction, performs work of considerable difficulty with responsibility to direct and manage a small department through program managers; sets department goals and objectives within the context of division policies; performs related work as assigned.

A small department is defined as an organization with a limited sum of operating funds, ranging from several hundred thousand dollars up to 5 million dollars, with a work force ranging from 6-25 personnel. Multiple program structure is practically non-existent at this level. The Department Manager I is distinguished from the Department Manager II by the size and complexity of the organization and by assignments having significant impact on the Nation.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs department activities; approves short and long term goals or work plans developed by program managers; coordinates a number of programs which may consist of professional, scientific, managerial and administrative activities; manages development of policy changes in response to budget appropriations or legislated changes.

Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects programs to a more productive and effective service; may deal extensively with various committees of the Navajo Nation Council.

Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal and state agencies, and with legislative and executive officials of the Navajo Nation government; provides accounting and expenditure control for the overall department budget.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS :

Knowledge of modern principles and practices of public administration.

Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting.

Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.

Knowledge of departmental operational activities, mission and client service requirements

Skill in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts.

Skill in formulating and executing, documents and reports, short and long-term goals and objectives.

Skill in communicating effectively both orally and in writing.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.

Skill in providing advice and direction to program managers, supervisors and staff.

Skill in the interpretation and execution of division policies.

THE NAVAJO NATION

Class Code: 1230
Management Series
General Management Group
Overtime Code: Exempt
Pay Grade: 68

DEPARTMENT MANAGER I

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public or Business Administration, Political Science or a closely related field; and four (4) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Public or Business Administration, Political Science or a closely related field.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment